

February 2009

# SCHOOL FINANCE UPDATE

*A Monthly Newsletter Published by the School Finance Division*

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

## **MAEFAIRS Spring Enrollment Count February 2, 2009**

The Spring Enrollment count date is Monday, February 2, 2009. If February 2 is not a school day for your district, use the next school day for your enrollment count.

The deadline for submitting the enrollment reports is February 9, 2009. Send a copy of the submitted report to your County Superintendent. Note: Please be prompt. OPI must receive ALL enrollment reports from every district statewide in order to calculate the special education block grant rates and distribute FY2009-10 General Fund Preliminary Budget Data Sheet by March 1. We appreciate your help with this.

Also, please compare the MAEFAIRS enrollment counts with the AIM upload. The OPI encourages communication between the registered MAEFAIRS user and the district AIM specialist to ensure that spring enrollment counts reported in MAEFAIRS match student information uploaded to the state AIM system.

**OPI contact** [Nica Carte](#), (406) 444-4401 or [ncarte@mt.gov](mailto:ncarte@mt.gov)

## **FY2009-10 1st Semester Transportation Claim Forms Due**

By February 15, 2009, school districts must submit one copy of first semester transportation claim forms TR-5 Bus Route Reimbursement and TR-6 Individual Transportation Contract Reimbursement to the county superintendent and submit the claims electronically to the OPI online Pupil Transportation program.

By February 22, 2009, the county superintendent must electronically authorize each district TR-5 and TR-6 for the first semester.

Upon receipt of the electronic claims and authorization, OPI will verify and disburse the approved amount of state reimbursement for first semester transportation. Payments will be made on March 25, 2009.

Upon receipt of the electronic state payment, the county superintendent orders the payment of the county reimbursement for first semester transportation on the basis of the state reimbursement.

**OPI contact** [Maxine Mougeot](#), (406) 444-3096 or [mmougeot@mt.gov](mailto:mmougeot@mt.gov)

## **State Payment to Support School District Data Systems**

The 2007 legislature appropriated \$487,500 for FY2008-09 to support local K-12 education data systems and reporting efforts. On January 30, 2009, OPI distributed a payment to school districts for this purpose. The allocation to each school district is based on the total count of students reported in AIM as having a primary enrollment in the district on October 6, 2008. The per-student allocation is \$3.43.

The payment must be deposited in the district's miscellaneous programs fund (Fund 15). There are no time limits on when this payment must be spent. The Expenditure Program Code for this payment is 368. The Revenue Source Code is 3680.

OPI appreciates the cooperation we receive from districts in meeting the education data demands of the state and federal government, policymakers, and the public. We hope that this payment to schools will help to offset the expenses that districts have incurred in managing student information and reporting results.

**OPI Contact** [Rebecca Phillips](#), (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov)

## 2009 School Election Calendar

The 2009 School Election Calendar is available on the OPI website at this link:  
<http://www.opi.mt.gov/PUB/PDF/SchoolFinance/forms/09ElectionCalendar.pdf>

The School Election Handbook is available at this link:  
<http://www.opi.state.mt.us/schoolfinance/ElecHB.html>

**OPI contact** [Adam Anfinson](#), (406) 444-4524 or [aanfinson@mt.gov](mailto:aanfinson@mt.gov)

## FY2007-08 Federal A-133 Audits Due March 31, 2009

A-133 "Federal" audits for FY2007-08 are due to OPI by March 31, 2009. This affects districts and cooperatives that spent more than \$500,000 of federal money (including USDA commodities) during FY2007-08.

For districts and cooperatives that spent less than \$500,000 of federal funds and received more than \$500,000 of revenue under all sources during that year, audits for FY2007-08 are due June 30, 2009.

Audited financial statements must comply with national reporting requirements passed by the Governmental Accounting Standards Board (GASB) under Statement No. 34. For more information about GASB 34, see the GASB 34 webpage at  
<http://www.opi.state.mt.us/schoolfinance/GASB34.html>

**OPI contact** [Rebecca Phillips](#), (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov)

## FY 2009-10 Indirect Cost Rate Applications Now Available

Districts that plan to charge indirect costs (e.g., general administration, accounting services, and personnel services) to FY2009-10 federal and state grant awards using an indirect cost rate must complete an indirect cost application form. Application for an indirect cost rate does not increase the amount of the grant award.

The following Indirect Cost Rate Application forms and resources for FY2009-10 are now available on the OPI website:

Indirect Cost Rate Cover Letter (please read):  
<http://www.opi.mt.gov/PDF/SchoolFinance/Acct/CoverFY2010.pdf>

Indirect Cost Rate Instructions:  
<http://www.opi.mt.gov/PUB/PDF/SchoolFinance/Acct/IndirectInstruction2010.pdf>

If you intend to reclassify costs to adjust your indirect cost rate please read through the indirect cost rate instructions carefully. For your convenience, costs that may be reclassified are highlighted in blue. We have also created a reclassification calculator for aiding in the determination of your adjusted indirect cost rate. The calculator is located at the following link.

<http://www.opi.mt.gov/PUB/PDF/SchoolFinance/Acct/FY10IDCCalc.xls>

Schedule A, which shows preliminary rates:

[http://www.opi.mt.gov/pub/School%20Finance/ApprovedIndirectCost/FY09\\_10/ScheduleA/](http://www.opi.mt.gov/pub/School%20Finance/ApprovedIndirectCost/FY09_10/ScheduleA/)

The Certification forms:

[http://www.opi.mt.gov/pub/School%20Finance/ApprovedIndirectCost/FY09\\_10/Certificates/](http://www.opi.mt.gov/pub/School%20Finance/ApprovedIndirectCost/FY09_10/Certificates/)

**OPI contact** [Paul Taylor](#), (406) 444-1257 or [ptaylor@mt.gov](mailto:ptaylor@mt.gov)

**USDA 2009-10  
Commodity  
Ordering  
Through  
February 13**

The commodity order forms will be available online, beginning January 5, 2009, and will continue through February 13, 2009. Order forms along with instructions are located under Commodity Forms at the OPI School Nutrition Food Distribution Web site found at <http://www.opi.mt.gov/schoolfood/foodDistNEW.html>

Please call School Nutrition Programs at (406) 444-2501 for more information

**OPI contact** [Teresa Motlas](#) 406-444-3532 or [tmotlas@mt.gov](mailto:tmotlas@mt.gov)

**Educator  
Licensure  
Renewal**

As a reminder to those with an educator license expiring June 30, 2009, any time after January 1 licensees can begin the renewal process. Renewal requirements and application instructions are available at [www.opi.mt.gov/cert](http://www.opi.mt.gov/cert) under the "Renewals" link. No renewal is complete until the Educator Licensure Department has received official transcripts, original grade reports or original OPI renewal unit certificates documenting the renewal activities.

The Educator Licensure Department is overwhelmed with applications for new licensure during the summer. In order to avoid delays, those renewing should do so as early as possible. You can contact Educator Licensure at 406-444-3150 (press 2) or [cert@mt.gov](mailto:cert@mt.gov) with questions.

**OPI contact** [Elizabeth Keller](#), 406-444-3150 or [ekeller@mt.gov](mailto:ekeller@mt.gov)

**State  
Superintendent  
Appoints  
Personal Staff**

State Superintendent Juneau has appointed the following individuals to her personal staff.

Dennis Parman, Deputy Superintendent (to take office on July 1, 2009)  
Bob Runkel, Acting Deputy Superintendent  
Madalyn Quinlan, Chief of Staff  
Ann Gilkey, Chief Legal Counsel  
Linda Kaiser, Communications Director  
Thea Van Nice, Executive Assistant to the State Superintendent  
Joyce Silverthorne, P-20 Policy Advisor  
Judy Snow, State Assessment Director  
Pete Carparelli, High School Initiative Director  
Faith Moldan, Office Manager

**OPI contact** [Faith Moldan](#), 406-444-5643 or [fmoldan@mt.gov](mailto:fmoldan@mt.gov)

**Quality  
Educator Loan  
Assistance  
Program**

The Quality Educator Loan Assistance Program provides for the direct repayment of educational loans for K-12 educators and licensed professionals. The total loan repayment assistance is for up to \$3,000 per year for up to four years. Qualified applicants will be ranked based on a scoring system that takes into account the impacted schools and academic areas.

To qualify for loan assistance an educator must be:

- A full-time educator holding a valid educator license or a licensed professional providing services to students in a school district, an education cooperative, the Montana School for the Deaf and Blind, the Montana Youth Challenge Program or a state youth correctional facility.
- Teaching in an impacted school. These schools tend to be rural and isolated, have a higher percentage of economically disadvantaged students, and/or have greater challenges in closing the achievement gap. A list of qualifying schools is available at <http://www.opi.mt.gov/PUB/PDF/Cert/CrShortageNov2008.pdf>
- Teaching in an impacted academic area. These areas are Music, Mathematics, Special Education, Science, Speech/Language Pathologist, World Languages, School Counselor, Library/ Media, and Business and Art.

Applications and instructions are available online at <http://www.mgslp.org> and must be received at the Montana Guaranteed Student Loan Program, 2500 Broadway, Helena, MT 59601 no later than April 30, 2009. Questions regarding the program and application process may be directed to Montana Guaranteed Student Loan Program at 800-537-508.

## Useful Links

State Entitlement Payments to Schools:

<http://www.opi.mt.gov/PUB/School%20Finance/Payments/>

School Accounting: <http://www.opi.mt.gov/SchoolFinance/Acct.html>

Forms and Publications: <http://www.opi.mt.gov/SchoolFinance/Enrollment.html>

Pupil Transportation: <http://www.opi.mt.gov/PupilTransport/index.html>

Enrollment and ANB: <http://www.opi.mt.gov/SchoolFinance/Enrollment.html>

Tuition: <http://www.opi.mt.gov/SchoolFinance/Forms.html>

Audit Information: <http://www.opi.mt.gov/SchoolFinance/Audit.html>

School Finance Calendar: <http://www.opi.mt.gov/calendar/calendar.php?calendar=2>

## School Finance Division Staff

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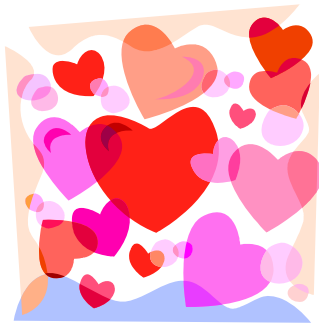
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Happy  
Valentines Day



From your friends in the  
School Finance Division!